

**STATE OF HAWAII
WIRELESS ENHANCED 911 BOARD
BY-LAWS**

ARTICLE I. PURPOSE

To develop and administer policies and procedures to manage the Wireless Enhanced 911 Fund, and provide funding for the Public Safety Answering Points and Wireless Service Providers with the funding needed to acquire technology that will enable PSAPs receiving 911 calls from wireless phones to see the caller's identification and location. The Board's mission is to increase the efficiency and effectiveness of PSAPs handling of wireless emergency calls, thereby increasing public safety and emergency response.

ARTICLE II. DEFINITIONS

As used in these bylaws, the word "Board" means the wireless enhanced 911 board; "Chairperson" means the Chairperson of the Board; "Executive Director" means the Executive Director of the Board; "PSAPs" means the public safety answering points, and "Meetings" shall not include rule-making hearings, declaratory rulings or contested cases under Chapter 91, Hawaii Revised Statutes.

ARTICLE III. MEMBERSHIP AND ORGANIZATION

A. Membership

The membership of the Board shall be as required by chapter 138, Hawaii Revised Statutes. The members of the Board shall serve without compensation, but shall be entitled to reimbursement for reasonable traveling expenses incurred in connection with the performance of Board duties.

Notwithstanding the term of office, the term of a Board member shall expire upon the failure of the member, without valid excuse, to attend three consecutive meetings duly noticed to all members of the Board and where the Board failed to constitute quorum to transact business. The Chair or acting Chair shall determine if the absence of the member is excusable. The expiration of the member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence. (Pursuant to § 92-15.5, HRS)

B. Officers, Organization

The Officers of the Board shall consist of a Chairperson and a Vice-Chairperson. The Chairperson and Vice-Chairperson shall be elected by the Board at a duly noticed meeting and shall serve until their successors are elected. The Executive Director, (who will be selected by the Board and shall not be a member of the Board), shall act as the chief executive officer of the Board.

1. Term of the office of the Chairperson and Vice-Chairperson shall be for one year. Chairperson may serve more than one term but not more than two consecutive terms.
2. Vote for Chairperson and Vice-Chairperson shall be by ballot if more than one person is nominated for each office, and there shall not appear any place on such ballot that might indicate the person who cast such ballot.
3. In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall succeed as Chairperson for the unexpired term.

C. Duties of Officers

1. Chairperson. The Chairperson, in addition to presiding at all regular and special Board meetings, shall:
 - a. Appoint the chairperson and members of the Standing Committees and any other committee.
 - b. Acknowledge communications, petitions, requests, and proposals on behalf of the Board and, except in emergencies, refer same to the Executive Director or Secretary or appropriate committee for action or recommendation so as not to unilaterally detract from the Board's governance.
 - c. Maintain liaison with the Executive Director to see that there is an effective working relationship between the Board and the Executive Director.
 - d. Approve all press releases and public statements made by the Board.
 - e. Approve agenda items for any regular or special meeting of the Board.
 - f. Coordinate the efforts of the Board's committees to strengthen the roles and functions of the same.
2. Vice-Chairperson. The Vice-Chairperson will assume the duties and responsibilities of the Chairperson in the absence of the Chairperson and will undertake such other duties as may be assigned by the Chairperson.
3. Executive Director. The Executive Director shall serve under the direction of the Board through the Chairperson and shall provide the chief executive services and the necessary administrative support services to the Board.

- a. Plan, organize, and coordinate various activities preparatory and incident that are essential to the overall functions of the Board.
- b. Prepare and distribute the agenda for each of the regular, special, and committee meetings.
- c. Schedule regular and special meeting dates in consultation with the Chairperson.
- d. Prepare minutes and reports for each of the regular, special, and committee meetings.
- e. Acknowledge and answer routine correspondence directed to the Chairperson.
- f. Review policy proposals submitted by the PSAPs and wireless providers.
- g. Maintain a calendar of the Board's unfinished business.
- h. Conduct research and analysis of policies relating to the Board's authority.
- i. Maintain, collect, and preserve the official records of the Board.
- j. Collate and index policies which are adopted by the Board.
- j. Perform additional duties as assigned by the Chairperson and the various committee chairpersons.

D. Committees of the Board

- 1. To facilitate consideration of policy matters that must be approved by the Board, the following standing committees are established. Authority to act on all matters is reserved for the Board, and the functions of each Committee shall be to consider and make recommendations to the Board.
- 2. The following are the Standing Committees of the Board and their functions:
 - a. Finance Committee. The Finance Committee shall be responsible for overseeing the management of any funds of the Board, including reporting on the status of these funds, and making any recommendation to the Board on disposition of these funds.
 - b. Technical Committee. The Technical Committee shall be responsible for reporting on the status of the PSAP and Wireless Service Provider deployments of Phase I and Phase II wireless

enhanced 911 service. The Committee will also investigate, evaluate, report, and recommend action on any wireless enhanced 911 technical issue deemed pertinent to the Board.

- c. Policies and Objectives Committee. The Policies and Objectives Committee shall be responsible for monitoring the Legislative sessions for bills that might affect the Board or the Fund. The Committee will oversee the drafting of legislative testimonies on behalf of the Board. The Committee will also oversee the drafting of policies and procedures for the Board.
- d. Administration Committee. The Administration Committee shall be responsible for overseeing any administrative actions required of the Board to properly carry out its mission. This may include oversight of any contracts required by the Board to assist the PSAPs and Wireless Service Providers to successfully provide Phase II wireless enhanced 911 service.
- e. Public Relations Committee. The Public Relations Committee shall be responsible for overseeing the development of public education materials related to wireless enhanced 911 service. The committee will also oversee the response to any media inquiries related to the Board's actions. Though not a member of the Board, the Executive Director has been identified as the lead spokesperson for the Board in matters relating to the media.

ARTICLE IV. ADVISORY COMMITTEES AND CONSULTANTS

- A. The Board may create advisory committees as necessary which shall serve as advisory to the Board. The committee membership shall be appointed by the Chairperson, subject to approval by the Board. The tenure of the advisory committees shall expire at the completion of the assigned task.
- B. The Board may engage the services of consultants as it deems necessary.

ARTICLE V. MEETINGS

- A. The Board shall meet at the call of the Chairperson, but not meet less than four times annually and may from time to time meet in each of the counties of Hawaii, Maui, and Kauai.
- B. Special meetings may be called by:
 - 1. The Chairperson;
 - 2. Upon request by a majority of the members of the Board; or

3. Any Board member, with the consent of the Chairperson.
- C. Standing Committee meetings shall be called by the Committee Chairperson.
- D. All meetings of and public appearances before the Board and its Standing Committees shall comply with chapter 92, Hawaii Revised Statutes.

ARTICLE VI. QUORUM

Six members either in person or by proxy, pursuant to § 138-2(g), Hawaii Revised Statutes, shall constitute a quorum, provided that three of the six members constituting a quorum shall be representatives of the wireless providers and three shall be representatives of the PSAPs.

ARTICLE VII. VOTING

At all meetings, except for the election of the Chairperson and Vice-chairperson, voting by the Board and its Standing Committees shall be by voice.

A member may vote by proxy submitted in writing to the board.

ARTICLE VIII. ORDER OF BUSINESS

Business of the Board generally shall be conducted as follows:

1. Call to Order.
2. Approval of the Minutes of the preceding meeting.
3. Reports of Committees.
4. Reports of PSAP Representatives.
5. Report of Executive Director.
6. Discussion.
7. Announcements.
8. Adjournments.

ARTICLE IX. AMENDMENTS

These By-Laws may be amended or repealed by an affirmative vote of not less than six Board members.

ARTICLE X. CONFLICTS OF INTEREST

Standards of Conduct. Members of the Board shall comply with the provisions of this Bylaw and are subject to the standards of conduct and financial interest disclosure requirements of chapter 84, Hawaii Revised Statutes (State Ethics Code) and must act in accordance with that chapter.